



Men's



Residential
Living
Handbook

Anderson College 79-80



Patricia Courtney

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Residential Living Staff

The Department of Residential Living is responsible for the operations and programs in all residence halls. Many constitute this staff, and all dedicate themselves to assisting the students in creating a positive, educational living experience.

Goal: To provide comfortable, safe, attractive, and functional residence halls, and residence hall life that is conducive to social adjustment, personal growth, and responsible citizenship.

Objectives

- I. To work closely with the Maintenance Department to see that the residence halls are maintained properly.
- II. To provide leadership through the Resident Assistants, Hall Councils, and Resident Advisors which promotes the creation of an atmosphere conducive to good health habits, social interaction and development, and academic pursuits.
- III. To make a conscious effort to inspire students to create and participate in academic and social programs in the residence halls.
- IV. To work closely with the Counselors and the Chaplain in developing programs for the residence halls.
- V. To promote and encourage out-of-class contact between faculty and students by requesting faculty to lead residence hall programs or seminars in their field of expertise.
- VI. To place the individual student in a desirable hall situation through an effective assignment program.
- VII. To assist students in solving personal problems.

- VIII. To develop in each student a sense of individual responsibility and self-discipline.
- IX. To interpret college objectives, policies, rules, and regulations to students, and to interpret student attitudes, opinions, and actions to the administration and faculty.
- X. To provide an effective pre-school training program for the residential living staff so that they will confidently be able to reach out to those in their area. Also, to provide staff meetings on a regular basis where the staff may discuss problems in their area, receive additional training, and learn to feel more like a team striving for the same basic goals.

Assistant Dean of Student Development
Mrs. Carol Willis - Ext. 211

The Assistant Dean of Student Development is responsible for administering the overall Residential Living program for both men and women. She and her staff are in charge of such things as roommate assignments, residence hall programs, care and maintenance of residence halls, and communications.

Director of Men's Residential Living
Mr. Hugh Weeks - Ext. 350

The Director of Men's Residential Living is responsible for developing and maintaining a comfortable, safe, attractive, environment where men students can develop mentally, physically, socially, and spiritually. Mr. Weeks office is located in the second floor of Lawton Hall.

Resident Advisors

Mark Barrett - Lawton Apartment Ext. 304
Bobby Beville - Lawton Apartment Ext. 304
Terry Tritt - Rouse Apartment Ext. 267

Resident Advisors are staff members who live in apartments provided in the various residence halls. They are available when students have questions, personal problems, emergencies, or just need to talk to a friend. They are responsible for interpreting and maintaining the housing policy and procedures.

Resident Assistants

Carl Pitts	Lawton 206 Ext. 289
Marion Johnson	Lawton 310 Ext. 288
Jim Reagan	South G-4 Ext. 251
Rick Faulk	Kingsley Court B-1 Ext. 343
Paul Mitchell	Mobile Unit 2, Rm 1 Ext. 287
Rex Bagwell	North 101 Ext. 324
Steve Kendrick	Gym 6-A Ext. 347
Doug Nall	South 201 Ext. 255
John Farr	South 101 Ext. 254
Mike Mitchell	North 201 Ext. 325

The Resident Assistants are student leaders who are available to help guide their peers in developing a good community living situation. Students should contact their Resident Assistant for:

1. Maintenance problems
2. Medical problems after Health Center hours
3. Personal problems
4. General information or referral to available sources
5. Ideas on developing a better residence hall program
6. Problems getting into your room

Energy Plan

Due to the energy concerns of the nation, Anderson College must cut back on the amount of fuel consumption. Therefore, we request that each student does his part by bringing several warm blankets and sufficient winter clothing during the cold months since we will be unable to heat the rooms to the degree students have been accustomed in the past.

Orientation

Orientation is a most important time for all new students. The main objective of the orientation program is to familiarize you with Anderson College. During this time you will meet various student leaders, administrators, faculty members, and staff personnel who want you to have an enjoyable experience at AC and are willing to help you in pursuing this goal.

During the summer you will receive the Anderson College Student Handbook. Be sure to read this carefully before coming to school in August. It should answer many questions that you already may have.

Most importantly, please enjoy yourself during orientation. It is a fun, exciting time for all.

Definition of College Housing

Anderson College housing includes conventional single sex residence halls as well as small living units accommodating as few as four and as many as ten students. All housing is within 1½ blocks of the campus, and one may be assigned to a room in any housing unit.

Residence Hall Life

All freshmen except those who are (1) married, (2) veterans of more than 120 consecutive days of military duty, (3) living at home with their parents or guardian, or (4) 21 years of age or older are required to live in one of the college residence halls.

Sophomores who have lived in Anderson College Residential Housing for two consecutive semesters may reside off campus.

Learning to live in a residence hall is one of the first experiences you will face in college - it can be one of the most enjoyable. Living among men from many different backgrounds is quite interesting and educational.

Your Roommate

Now for the most important item in your room - your roommate. Roommates are carefully selected, and most are compatible. During July you will receive the name and address of your roommate. This gives you ample time to write and get to know each other a little before school begins. Also, this gives roommates a chance to discuss what each will bring for the room to avoid duplication. Living with a roommate in a residence hall is definitely an educational experience in interpersonal relationships. If any conflicts should arise that you do not feel you can handle by yourself, any member of the Residential Living Staff is willing to help you.

Your Room

Rooms for freshmen and transfer students are assigned in the order in which the room deposits are received. Returning resident students must make their room deposit payment by March 15.

This \$50.00 deposit reserves you a room on campus but not a specific room. The office of Student Development will contact you during the summer about your specific room assignment.

You will find that each room is equipped with a bed, dresser, desk, and chair per person. All rooms have venetian blinds. You will have to share a bathroom with your suitemates. The size of the rooms in North and South Rouse is 12' x 14' and Lawton Hall rooms are 13' x 15'9". Each room has one window. The rooms in Lawton are carpeted. Students in North and South Rouse may be interested in bringing a rug from home.

Clothes

You will discover that the closet space in the residence halls is limited. Therefore, in order to save space, you should wait until after Thanksgiving to bring your heavy winter clothes. Many students

bring under-the-bed storage chests to keep shoes or extra clothes. Most students sense how to dress appropriately for the occasion. Dressing for comfort seems to be the rule. It is advisable to bring some dress clothes for such occasions as the President's Reception for new students during orientation week.

Procedure for Roommate Changes

It is natural for some conflicts to arise in any close relationship. In fact, by facing these problems and working towards a solution that creates a more pleasant situation for all, the roommates will grow. Therefore, the Residential Living Staff feels that a certain amount of conflict in a rooming situation is healthy as long as each roommate attempts to resolve the problem in a positive way. There will be some situations where the roommates may never be happy together no matter how much they try. Under such circumstances they must contact Mr. Weeks, the Director of Men's Residential Living, who will make a roommate change whenever possible. No room changes are to be made without the consent of Mr. Weeks.

Room Changes Between Semesters

Anyone who plans to move to another room for the following semester must make the change before he leaves for semester break. Contact Mr. Weeks, Director of Men's Residential Living.

Telephones

There are school telephones in addition to pay telephones in each main residence hall. The school telephones may be used only for on campus calls during the hours of 8:00 a.m. - 4:30 p.m. Monday - Friday. After 4:30 p.m. on weekdays and during weekends, students may make local calls on the school phone.

The pay phone numbers in the men's residence halls are:

Lawton Hall (First Floor)	225-9318
Lawton Hall (Second Floor)	225-9364
Lawton Hall (Third Floor)	225-9577
North Rouse Hall	225-9434
South Rouse Hall	225-9485
Gym Basement	225-9532

Please give your parents the number on your hall so that they will be able to get in touch with you if an emergency should arise after the switchboard closes.

Inspection

Students are expected to maintain their rooms and bathrooms in a decent and orderly fashion. A walk-through inspection of rooms will be made once a week. The day and time will be announced in advance. Room inspections are carried out by the Resident Assistants, Director of Men's Residential Living, or Resident Advisors.

Search and Seizure Policy

1. Anderson College seeks to give every student the right of privacy against arbitrary and unnecessary intrusion into his private life.
2. A search of a student's room may be made by an official of Anderson College with a written search warrant from the Dean or Assistant Dean of Student Development. A Director of Residential Living may sign a search warrant provided the search is not to be done in his/her own residential living complex.
3. Any time it is necessary for local law enforcement personnel to enter a student's room, a search warrant must be presented.

4. The college official conducting a search shall be accompanied by at least one witness.
5. A least one roommate shall be in the room when a search is made.
6. If the search reveals an unlawful activity or contraband, the college official making the search shall present to a resident of the room and a witness a statement and/or itemized list of the activity or contraband. A resident of the room and a witness are required to sign the statement or list, not as an admission of guilt, but to attest to what is being seized.
7. In the event that disciplinary proceedings are brought against a student as a result of the search and subsequent seizure, due process will be given the student as stated in the Anderson College Student Handbook.

Breakage Fees

A deposit of \$35 is required of all students living in the residence halls. This fee constitutes a damage-loss deposit and will be refunded, less deductions, at the end of the year. The breakage fee is only for damages which occur in the student's room.

Damages

1. Students are responsible for any damages to their rooms or the furnishing of their room. The college will charge the damage to the student occupying the room or the student responsible.
2. Do not write on the walls or furnishing. Marring of the building or furnishings will be paid for by the guilty person. No nails, thumbtacks, or staples will be used on the walls or woodwork. Use only masking tape which is available in the bookstore.

3. All property of the college is inventoried. The student is responsible for the furniture in his room. No furniture will be removed from the room under any circumstances without permission from the Director of Men's Residential Living. A \$15 fine will be imposed for any violation.
4. Students are responsible for the community areas in their residence halls. These areas are, for example, the parlors, lobbies, halls, etc.
The procedure for collective assessment to community areas will be as follows:
 - a) If, after a reasonable amount of time, damage responsibility goes unidentified or unclaimed, the repair/fine expenses are split among residents in that area.
 - b) An itemized bill, payable within 2 weeks, is sent to the students.
 - c) Delinquent bills are followed-up with a three day extension and an additional \$15 late charge.
 - d) If payment still remains delinquent, the bill and a letter explaining the situation will be forwarded to your parents. A hold is put on grades, transcripts, and room assignment until payment is received.
5. At the end of school year the students are expected to clean their rooms before vacating them. Anyone who fails to clean his room will be charged up to \$15.

Replacement Costs

Bed frame	47	Door (Bathroom)	47
Box Springs	47	Door (Main)	64
Mattress	47	Door (Closet)	42.50
Ceiling Tile		Light Fixtures (Room)	23.50
(each tile)	3.50	Venetian Blinds	42.50
Chair	19	Window Pane	2.50
Mattress Covers	10	Window Screen	3.50
Chest of Drawers	58.50	Locks	53
Desk	53	Hollywood Bed Frame	21.50
Thermostat	51	Tack holes and tape marks	.50

The prices listed above are based on cost figures quoted as of June, 1979. Replacement prices could be higher due to a rise in the cost of material. The costs listed above do not include labor which will be added to the cost of replacing or repairing.

Room Keys

There will be a \$3 fee for having a replacement room key made during the school year. Anyone who fails to return his room key at the end of the year will be charged \$10. The keys must be returned no later than seven days after the last final exam or there will be an automatic \$10 fine.

Post Office Keys

Those who have a replacement post office key made must pay \$3. If anyone fails to return his post office box key at the end of the year, he must pay \$5. Anyone returning his key 7 days after the last final exam will still be charged \$5.

Holidays

All residence halls are closed during official college holidays and at the end of each semester and summer school. Students are to leave campus by 4:00 p.m.

of closing date and return to the halls no earlier than 3:00 p.m. on the announced opening date. Students are to vacate their residence halls within 24 hours of their last examination.

Residence Hall Responsibilities

Living in the residence hall can be quite different from living at home. Consideration for others is the keynote to responsible residence hall life. The pursuit for academic excellence is one of the main purposes of college. Therefore, quiet hours in the evening are encouraged to help the students develop good study habits.

1. Reasonable quiet is expected on the halls at all times. Absolute quiet is expected after midnight.
2. Do not hesitate to request someone to be quiet, and do not be offended if someone asks this of you.
3. Televisions, radios, typewriters, etc. should not be so loud that they disturb other residents. Music is too loud if it can be heard outside the room.
4. Cooking is not allowed in the residence hall rooms because of fire, health, and sanitation regulations. When there is evidence that electrical cooking appliances have been used in the room, they will be confiscated by the Director of Residential Living or any member of his staff.
5. Small compact refrigerators are allowed. There is a charge of \$14 per year. This is to help defray the electrical use. All refrigerators must be registered with the Director of Men's Residential Living. Only refrigerators with the measurements of 2 cubic feet are allowed.

6. Pets are not allowed in the residence halls. A \$10 fine is imposed for each violation.
7. You are responsible for notices in the Campus News (a weekly bulletin from the Student Development Office) and the bulletin boards. School regulations are in effect from the time you assume residence in your residence hall until you terminate your residence at the end of the school year. Any rule changes will be published in the Campus News.
8. Residence hall meetings are scheduled periodically to bring important information to you. You are required to attend these meetings.
9. You should respect the property of the college and residents and display standards of conduct which reflect consideration for members of the AC community.
10. Students who violate these standards or infringe on the rights of other residents are subject to disciplinary action.

Penalties

The rules that exist in the residence halls are for the students' protection and should be respected as such. Residents who fail to comply with these rules and regulations are subject to a penalty determined by the Men's Residence Hall Council. Appeals for penalties may be taken to the Assistant Dean of Student Development.

More Specific Rules and Penalties

1. Water battles, water balloons, hall water slides, and ice battles are prohibited.
Reasons:
 - a. Potential damage to persons and personal property.

- b. Potential damage to school property.
- c. Potential safety hazard because of slippery conditions and broken glass.
- d. Maintenance staff spends time cleaning when time otherwise would have been used to do daily routines.
- e. The activity is not constructive.

Minimum Penalty: \$10 fine per person involved plus charges for maintenance, repairs, time, etc. will be prorated to individuals of the group involved if it cannot be determined if a particular individual was responsible for damages.

2. Dormitory meetings are required.

Reasons:

- a. Important information is disseminated.
- b. Halls get together to discuss Residence Hall problems and concerns.
- c. Meetings fulfill a living/learning experience in that group decisions will need to be made.
- d. Provides opportunity to know others in the Residence Hall.

Minimum Penalty: \$1.00 for every meeting missed beyond the 1 free cut per year.

3. Excessive noise is prohibited.

Reasons:

- a. Residence Hall is a home to a student and should provide an atmosphere conducive to sleep and study.
- b. Students have a right to expect reasonable quiet for study and sleep.
- c. Students should respect the rights of other students for reasonable quiet.

Minimum Penalty: \$1.00 fine per person after a student has been warned two times by other students. On the third request the RA or Hall Representative will tell the student he/she is being fined. Mr. Weeks or

Mrs. Shooter will be notified of the fine. If noise continues, there will be an additional \$1.00 fine per person as long as the RA or a Hall Representative goes to the room. RA or Hall Representative will use judgement as to when to call Resident Advisor or Mr. Weeks or Mrs. Shooter if students repeatedly disregard warning and fine.

Lounges

There are attractive lounges for your use. They are equipped with chairs, sofas, and study tables. The lounges are located throughout the residence halls. South Rouse has a T.V. lounge on the first floor. Lawton has a study lounge on third floor. The lounge on the first floor is a T.V. lounge. There is also a study lounge in North Rouse.

Womens' Parlors

Women's parlors in Denmark and Pratt are open to men from 10:00 a.m. - 11:45 p.m. (Sunday through Thursday) and 12:00 a.m. (Friday and Saturday)

Johnston Memorial Library Hours

Monday - Thursday	8:00 a.m. - 11:00 p.m.
Friday	8:00 a.m. - 3:00 p.m.
Saturday	1:00 p.m. - 4:00 p.m.
Sunday	8:00 p.m. - 11:00 p.m.

Laundry Facilities

There are coin operated washers and dryers in the basement of North Rouse. The cost is 25¢ for washers and 10¢ for dryers.

Fire Drills

There are several fire drills during the year. As soon as you hear a fire alarm, you immediately should:

- a. Close your windows.
- b. Take a towel.
- c. Leave the room. Shut the door behind you. Your hall representative and/or resident assistant will check the residence hall to see that everyone is out of his room.
- d. Proceed in a quiet and orderly manner through an assigned exit to a safe distance from the building.
- e. Do not re-enter the building until you are told to do so by a member of the Residence Hall staff.

Anyone who refuses to leave the residence hall when the alarm is sounding is risking his life. Any time an alarm sounds, we are to assume that there is a real fire and act accordingly. Anyone who does not cooperate will be disciplined.

Fire Alarm and Equipment

False fire alarms are serious offenses at Anderson College. A student found guilty of pulling a false fire alarm will be fined \$100 by the college and reported to the Anderson City Police who more than likely will make an arrest. The City of Anderson's fine for causing a false fire alarm is \$200. A student guilty of tampering with the fire prevention equipment will be fined \$50. A \$2 fine is assessed to each student within a particular living unit any time there is a false fire alarm and the culprit is not identified. A reward of \$100 will be given to anyone who turns in someone who pulls a false fire alarm. A \$25 reward will be given to someone who turns in a person responsible for needlessly spraying a fire extinguisher.

Policy on Tampering With The Fire Alarm System

Tampering with the Fire Alarm System is an extremely serious matter. Therefore, anyone found

guilty of this will be charged with a violation of the Student Code of Conduct. In addition, they will be responsible for total cost of repairing the alarm system.

Towing Policy

Student cars parked in Faculty/Staff reserved places or visitor spaces, cars parked in the circle between Lawton Dorm and the Watkins Teaching Center, cars improperly parked at the entrance to the road between the Watkins Teaching Center and the Infirmary or Watkins Teaching Center and South Rouse Dorm, cars parked in yellow lines or blocking trash dumpsters, or cars parked behind Pratt Dorm and the Student Center will be towed away between 7:00 a.m. and 4:00 p.m. Monday through Friday. Students may park in the Faculty/Staff areas on the weekends. Students' cars parked in lawns blocking drives and areas not defined or marked as parking spaces or areas are subject to being towed at any time.

CMS Garage, 1219 South Main Street, Anderson, South Carolina, will do the towing, and students will be required to pay a \$15 tow charge to CMS Garage in order to recover their car.

Motorized Vehicles

All motorized vehicles must be registered in the Director of Men's Residential Living Office and a registration decal must be displayed on the left rear bumper. Motorized vehicles and bicycles are not allowed within the buildings.

Campus Security

Anderson College hires the services of a private security company for the protection of students and college property. You can help with security by developing the habit always of locking your room and car. Anderson College cannot assume any responsibility in

the event of theft in your room or car. You should check to make sure that your television, stereo, etc. are covered under your parents' homeowners' insurance policy prior to bringing them on campus. You should record the serial number of the items that have them.

Sign Out Procedures

Sign out envelopes are available for all resident students. We request that students sign out whenever they leave campus. On the outside of the envelope the student should put a date of departure and when he expects to return. Inside the envelope he will state where he is going and a telephone number where he can be located. The only time any staff member will open the envelope will be in the case of an emergency.

Visitation Regulations

A resident who wishes to have an overnight weekend guest should:

1. Receive permission from Mr. Weeks, the Director of Men's Residential Living, for housing clearance in advance. Overnight guests are permitted Friday and Saturday nights only.
2. Linens are to be provided by the host who will accept responsibility for his guest on the campus. Guests must comply with all college regulations.
3. Students must be on campus to be responsible for their guest.
4. All visitors who are not overnight guests must leave the dorm by midnight Sunday through Thursday and by 1:00 a.m. Friday and Saturday.

5. Students are responsible for obtaining a guest ID from a member of the Residential Living Staff for their weekend visitors. This slip is issued so that authorized weekend visitors may enter the residence halls after security curfew.

Useful Items to Bring

1. Bed rest study pillow
2. Laundry bag
3. Alarm clock
4. Iron
5. Extension cord and 3-way plug
6. Desk lamp and reading lamp for bed
7. Coat hangers
8. Sewing kit and scissors
9. Bulletin board
10. Trash can

Getting to Know Day Students

Through your classes you should not only make friends with the resident students but also with the commuters. Anderson College has many commuters, and it is very important that they feel a part of the college. Often commuters feel alienated from the college because they do not live on campus and do not have much opportunity to participate in campus activities. Therefore, resident students are encouraged to get to know the commuters and invite them to participate in campus activities.

Marriages

Any student who changes his status through marriage is expected to notify the Student Development Office prior to the event. Married students are not permitted to live in the residence halls.

Dining on Campus

The Dining Room serves three meals a day according to the following schedule:

Monday - Friday

7:00 - 9:00	Breakfast
9:00 - 10:00	Continental Breakfast
11:00 - 1:40	Lunch
4:40 - 6:15	Supper

Saturday - Sunday

9:00 - 10:00	Breakfast
12:00 - 1:00	Lunch
4:45 - 5:45	Supper

The canteen is open Monday through Friday to serve breakfast, sandwiches, salads, ice cream, etc.

There are drink and snack machines in the main residence halls.

Health Center Regulations

1. Rice Health Center is open, with a nurse on duty, from 1:00 p.m. - 9:00 p.m. Monday - Thursday and 1:00 p.m. - 6:30 p.m. Friday.
2. On the weekends the nurse will be on call.
3. A college doctor will be in the Health Center Monday - Thursday from 5:00 p.m. - 6:30 p.m.
4. An appointment to see the doctor must be made through the nurse.
5. Only emergencies will be handled in the Health Center after 9:00 p.m. until the Center opens at 1:00 p.m. A student must contact either a Resident Assistant, Resident Advisor or the Director of Residential Living when the Health Center is not open.
6. In case of an athletic or intramural accident, a coach or the Director of Intramurals may take a person directly to the hospital for emergency treatment.

7. If a doctor recommends a person be quarantined, the parents will be notified immediately. Parents will be encouraged to take the student home for convalescence if the student lives close enough to the college so as not to cause hardship on the parent or student. Students who live too far away will be taken care of in the Health Center.
8. A student who sees the college doctor on campus will not be billed for the doctor's services. However, if a doctor sees a student away from the campus, the student's parents will be billed unless the doctor's services are covered under the student's accident insurance plan.
9. Prescriptions called in by the doctor will be delivered to the Health Center. A student must pay for the prescription when it is delivered.

Campus Behavior

All students should realize that their behavior reflects on Anderson College. Therefore, they should strive always to act in a self-disciplined, Christian manner. Especially those who date on the front lawn of the campus should realize that there are some things that are acceptable in private but not in public.

Linen Service

An optional weekly linen service is available at a rate of \$47.50 per year. Each week the service provides two sheets, one pillow case, and three medium size towels. Students must provide their own wash cloths. Linen lockers are located in the storage room of Lawton. This room is on the first floor of Lawton, facing the back of South Rouse. There is no refund on linen service.

Housing Limitations

Students who reside in a residence hall should maintain the status of a full-time student - no less than twelve hours. College housing is not available to students for more than four consecutive semesters.

A resident student who drops below twelve semester hours will be asked to appear before the housing committee to convince the committee he/she should be allowed to remain in the residence hall for the duration of the semester.

Paint and Decorating Policy

Students are encouraged to create their own environment by painting and decorating their rooms to suit their individual taste. In order for them to do this, Anderson College has developed a paint policy. Anyone interested in painting his room must contact Mr. Weeks to receive more information on the policy.

Academic Awards

Each student is encouraged to do his best in his school work. Each semester the hall in the men's area which has the highest grade point average is recognized by the Academic Dean.

Dean's Cup

In the spring of 1978 the format for a new residence hall award was adopted by the administration of Anderson College. Two awards will be given each semester: one to a unit within a male residence hall and one to a unit within a female residence hall.

A brochure will be available to the students explaining ways to receive points toward the award.

Classes

Students should remember that classes are held in the Watkins Teaching Center both during the day and at night. Therefore, no one should use the parking area between South Rouse and the Watkins Teaching Center for recreation because of the possibility of disturbing classes.

Notes

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